

MSP Advisory Board and MSF Trustee Board Joint Meeting
 Thursday 2nd December 2021 09.30am - 12.00pm
 Virtual Meeting via Zoom

	What	Lead	Reference points	Action Required
1	Introduction (10 mins) a. Welcome and apologies b. Declarations of Interest c. Matters arising from previous MSP action notes d. Matters arising from previous MSF action notes e. Acknowledgement of the project update	CJ/JB All CJ AC BMs	N/A N/A Appendix 1 Appendix 2 Appendix 3	Information Information Information Information Information
2	Strategy Update (15 mins) a. Process so far and where we are up to b. Board involvement in Strategy Consultation Workshops and drafting strategy	TD CJ	Appendix 4&5 Discussion	Information Action required
3	MSP / MSF Feasibility Update (10 mins) a. Progress so far and questions still to answer - inc role of project board and who is on it	TD / CL / AC	Verbal	Information
4	MSP Board re-appointments (10 mins) a. Proposal to extend the maximum term of service for BMs inc chair to 9yrs from 6, connected to MSP Governance Framework b. Nomination and seconder for reappointment of Cameron Jones as Chair for a further 2 years c. Nomination and seconder for reappointment of Mark Coups as Vice Chair for a further 3 years d. Nomination and seconder for reappointment of BMs Tom Pederson-Smith, Liam Corcoran, Wendy Simon, Sion Williams to the board for a further 3 years e. Acknowledgement and recognition of the value Sue Wilkinson has brought to the board and MSP during	CL CL CL CL CJ	Verbal Verbal Verbal Verbal Verbal	Action Required Action Required Action Required Action Required Information

	her time served and thanks for remaining until February 2022, and in an advisory capacity beyond			
5	Board recruitment update (15 mins) a. Recruitment pack and timeline for recruitment shared for sign off	CJ/TD	Appendix 6	Action Required
6	Board Availability for Team Members through coming months (10 mins) a. Connected to Strategy, Feasibility and Structure work	MC/TD	Verbal	Action Required
7	Next 5 year SE Investment Process, Decision and Next Steps (15 mins) a. Update on process so far and next steps. Confirmation MC supporting process on behalf of board	MC/TD	Appendix 7, 8 and 9	Information
8	Office Move (15 mins) a. Paper and options presented	TD	Appendix 10	Action required
9	AOB (15 mins) - Team xmas thank you - proposed by the compliance and scrutiny group - gift voucher for each member of the team in acknowledgement for their work during the past year - Safeguarding policies sign off and review 2nd December 2021 - Finance update shared as part of pre-read (no concerns) - Next years meetings	TD TD CJ/AC TD	Verbal Appendix 11 & 12 Appendix 13 & 14 Appendix 15	Action required Action required Information Action required
	Close of joint meeting			